

National Renewable Energy Laboratory  
Request for Proposals Number RES-0-40452

**“Personnel Equipment Relocation Services”**

REQUEST FOR PROPOSALS

READ THIS DOCUMENT CAREFULLY

This solicitation is being conducted under the procedures for competitive subcontracts established by the National Renewable Energy Laboratory (NREL).  
NREL will award a subcontract based on the following.

- All Statement of Work (SOW) requirements being met
- The best combination of:
  - Technical factors (based on qualitative merit criteria)
  - And
  - Evaluated price (or cost)

Issue Date: 03/02/10

Due Date: 03/31/10

Time Due: 4:00PM Mountain Time

**Technical questions must be received via email only no later than 5:00 PM, Thursday 03/22/10. The following request for proposal number must be included in the “Subject” line for all email correspondence: “RES-0-40452”**

1. **Solicitation Type**      **Best Value Selection**  
                                 **Fixed Price Task Ordering Agreement**  
                                 **\*\*100% Small Business Set-Aside\*\***

**Notice of Small Business Set-Aside:**

A “**small business concern**,” as used in this solicitation, means a concern, including its affiliates that are independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts and NREL subcontracts, and is qualified as a small business under the size standards in this solicitation. One hundred percent (100%) of this requirement has been set aside for award to small business concerns.

***Submit offers to and request information from the NREL RFP Contact below***

2. **NREL RFP Contact**    Elaine Strasser, Subcontract Administrator  
                                 National Renewable Energy Laboratory  
                                 1617 Cole Boulevard, MS: 1533  
                                 Golden, CO 80401-3393  
                                 Phone: (303) 384-7336  
                                 Fax: (303) 275-3109  
                                 Email: [elaine.strasser@nrel.gov](mailto:elaine.strasser@nrel.gov)

Electronic (PDF) copies of forms and appendices can be found at:  
[http://www.nrel.gov/business\\_opportunities/related\\_docs.html](http://www.nrel.gov/business_opportunities/related_docs.html)

### **3. Project description**

As specified in the Statement of Work, "Personnel Equipment Relocation Services", dated 02/22/10 (Attachment 1).

### **4. Proposed subcontract award and period of performance**

It is the intent of NREL to award one (1) firm fixed price task order agreement under this solicitation. The anticipated period of performance is a base period (12 Months) plus four, 12-month options periods, for a potential of sixty (60) months, if all options are exercised. One award at approximately \$150,000.00/Basic year, \$75,000.00/each Option year thereafter or approximately \$475,000.00 if the base period and all options are exercised.

### **5. Competitive negotiated subcontract using Best Value Selection**

This solicitation shall be conducted using Best Value Selection that results in an award that is most advantageous to NREL based on the best value combination of (a) evaluated qualitative merit and (b) evaluated price of the offers submitted.

Best Value Selection is based on the premise that, if all offers are of approximately equal qualitative merit, award will be made to the offeror with the lowest evaluated price (cost). However, NREL will consider awarding to an offeror with a higher evaluated price (cost) if the offer demonstrates the difference in price (cost) is commensurate with the higher qualitative merit. Conversely, NREL will consider awarding to an offeror with a lower evaluated qualitative merit if the price (cost) differential between it and other offers warrant doing so.

### **6. Qualitative merit criteria for Best Value Selection**

The Statement of Work, dated 02/22/10 (Attachment 1) in this Request for Proposals serves as NREL's baseline requirements that must be met by each offer.

The qualitative merit criteria establish what NREL considers the technical factors valuable in an offer. These qualitative merit criteria are performance-based and permit selection of a higher priced offer that provides higher qualitative merit.

The following qualitative merit criteria will be used to determine the technical value of the offer in meeting the objectives of the solicitation.

Each qualitative merit criteria and its assigned weight are provided below:

**6.1 Technical Expertise:** Subcontractor's capability to provide systems furniture installation. Past performance is included as a factor in evaluations. (25%)

1. Describe your firm's experience in general terms. This can be a list of projects with references, the project range should be from small to large in scope.
2. Provide a list of long-term clients with complete address, contact name, and phone number.
3. Describe your experience in re-location of personnel, disconnecting and reconnecting computer equipment, moving office and laboratory furniture, and moving of office and laboratory equipment within the last five years.

4. Describe in more detail your experience with moving and handling of movement sensitive laboratory equipment.
5. Describe what other types of training or skills your employees have obtained.
6. Provide the experience your firm has in working with government subcontracts.

**6.2 Key Personnel and Safety:** Subcontractor's project team qualifications. (25%)

1. Provide list of specific duties and tasks of personnel.
2. Describe the safety training provided to your personnel.
3. Provide experience for key personnel that reflects skills and training that reflects consistency of performance, especially in the laboratory environment.

**6.3 Project Management:** Subcontractor's capability to control the scope, cost, and schedule of each task. (25%)

1. Describe any long-term experience with relocation services for a client.
2. What will be the availability of key personnel during NREL's proposed subcontract duration?
3. Describe your proactive and involved project management skills that will insure the moves will be performed safely, timely and in the requested manner.
4. Would key personnel be committed to NREL site or would different personnel be assigned to NREL during the subcontract performance period.
5. Describe how you monitor your quality control.
6. Describe your estimating experience of small, medium, and large projects.
7. Describe how you monitor a job to prevent cost overruns.
8. Describe how you would handle changes in the scope of work.

**6.4 Shop & Equipment:** NREL expects personnel to be equipped and ready to work. (25%)

1. Provide location of business (must be within 60 miles or 60 minute drive of NREL).
2. Describe the moving equipment and storage resources your firm has available. To include unique or special handling equipment used to facilitate large personnel relocations.
3. Describe how your firm insures you have the proper and necessary equipment to perform a move requirement.
4. Describe the number of equipped service trucks. Provide quantity and type of vehicles. Provide a list of the materials, tools, and equipment available on service vehicles.

## **7. Price/cost evaluation for Best Value Selection**

After evaluation of the qualitative merit criteria, the following price/cost evaluation will be used to determine the best value of the offer in meeting the objectives of the solicitation.

The combined qualitative merit value will be considered equally important to the price (cost).

## **9. Evaluation process**

NREL will evaluate offers in two general steps:

### Step One—Initial Evaluation

An initial evaluation will be performed to determine if all required information has been provided for an acceptable offer. Offerors may be contacted only for clarification purposes during the initial evaluation. Offerors shall be notified if their offer is determined unacceptable and the reasons for rejection will be provided. Unacceptable offers will be excluded from further consideration.

### Step Two—Discussion, Selection, Negotiation, and Award

All acceptable offers will be evaluated against the Statement of Work (Attachment 1) and the qualitative merit criteria listed above. Based on this evaluation, NREL has the option, depending on the specific circumstances of the offers received, to use one of the following methods of selection:

- (a) make individual selection(s), conduct negotiations, and make an award(s);
- (b) conduct parallel negotiations with all offerors and make award(s);
- (c) conduct discussions with all offerors, select successful finalists, conduct parallel negotiations with successful finalists, and then make award(s);
- (d) conduct discussions with all offerors, conduct parallel negotiations with the finalists, select successful finalist(s), and then make award(s);
- (e) select successful finalists, conduct successive negotiations, and make successive selections and awards;
- (f) make no award(s).

## 10. Proposal preparation information

- a. The proposal **must** include a **title page, including the RFP title and number, name of your organization and principal investigator** (with postal address, telephone and fax numbers, and email address). The title should be succinct and capture the essence of your offer.
- b. Formatting instructions
  - A page is defined as one side of an 8 ½" x 11" sheet of paper.
  - Use a 12-point font.
  - Maintain at least 1-inch margins on all sides.
  - Copies may be either single or double sided.
- c. A **technical proposal** in an original and two (2) copies directed toward meeting the requirements of NREL's Statement of Work (**Attachment 1**) and qualitative merit criteria (see item 6 above). The technical proposal shall be organized into four sections which correspond to the Qualitative Merit Criteria listed in Item 6, above. Each section shall be a **maximum** of five pages (resumes are not included in page count).
- d. A completed "**Price Proposal**" form (**Attachment 2**) and Moving and Packing Supplies Unit Price Form (**Attachment 3**) in an original and two (2) copies submitted with the offer. An individual offeror's price proposal standard format can be used if the data included is substantially the same as the NREL form. The offeror's price and delivery terms must be valid for 90 days from the date of the offer. The price proposal should include support documentation for

- all categories of the proposed price. The price proposal should separate price for lower-tier subcontract(s) and include support documentation for all categories of the proposed lower-tier subcontract(s) price.
- e. A completed “**Representations and Certifications**” form in an original and one (1) copy ([http://www.nrel.gov/business\\_opportunities/related\\_docs.html](http://www.nrel.gov/business_opportunities/related_docs.html)).
  - f. **A completed Worker’s Compensation Insurance Interstate Experience Modification Rate (EMR) (Attachment 4)**
  - g. A Safety Plan will be required if you are selected. NREL guidelines for preparing a Subcontract’s Health and Safety Plan – Non Construction are provided. **(Attachment 5)**
  - h. A cover letter including a **summary statement** indicating acceptance of the proposed Statement of Work or any change with the reason(s). **(See Attachment 1).**
  - i. A cover letter including a **summary of deviations/exceptions** (if any) to the subcontract schedule and the standard terms and conditions and/or the intellectual property terms and conditions in the appendices. The offeror will explain any exceptions (including deviations and conditional assumptions) taken with respect to the subcontract schedule and terms and conditions. Any exceptions must contain sufficient amplification and justification to permit evaluation. Such exceptions will not, of themselves, automatically cause an offer to be termed unacceptable. A large number of exceptions or one or more significant exceptions not providing any obvious benefit to the Department of Energy or NREL may, however, result in rejection of such offer as unacceptable.
  - j. This solicitation does not allow the submittal of facsimile or electronic proposals. **Please mail hard copies and electronically send one copy insuring delivery by due date. Hand delivery of proposals is not acceptable unless prior arrangements have been made with the Subcontract Administrator.**
  - k. This solicitation does not commit NREL to pay costs incurred in the preparation and submission of a proposal in response to this RFP.

## **11. Solicitation Provisions—full text provided**

### **a. Late submissions, modifications, and withdrawals of offers**

Offers, or modifications to them, received from qualified organizations after the latest date specified for receipt may be considered if received prior to award, and NREL determines that there is a potential price (cost), technical, or other advantage, as compared to the other offers received. However, depending on the circumstances surrounding the late submission or modification, NREL may consider a late offer to be an indication of the offeror’s performance capabilities, resulting in downgrading of the offer in the

technical evaluation process. Offers may be withdrawn by written notice received at any time before award. Offers may be withdrawn in person by an offeror or an authorized representative, if the representative's identity is made known and the representative signs a receipt for the offer before award.

**b. Restrictions on disclosure and use of data**

Offerors who include in their proposals data that they do not want disclosed to the public for any purpose or used by the government or NREL, except for evaluation purposes shall—

1. Mark the title page with the following legend:  
“This offer includes data that shall not be disclosed outside the government or NREL and shall not be used or disclosed—in whole or in part—for any purpose other than to evaluate this offer. If, however, a subcontract is awarded to this offeror as a result of—or in connection with—the submission of this data, the government or NREL shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting subcontract. This restriction does not limit the government or NREL's right to use information contained in this data if obtained from another source without restriction. The data subject to this restriction are contained on pages [insert page and line numbers or other identification of pages] of this offer”; and
2. Mark each page of data it wishes to restrict with the following legend:  
“Use or disclosure of data contained on this page is subject to the restriction on the title page of this offer.”

**c. Disclaimer**

NEITHER THE UNITED STATES; NOR THE DEPARTMENT OF ENERGY; NOR ALLIANCE FOR SUSTAINABLE ENERGY, LLC; NOR ANY OF THEIR CONTRACTORS, SUBCONTRACTORS, OR THEIR EMPLOYEES MAKE ANY WARRANTY, EXPRESS OR IMPLIED, OR ASSUME ANY LEGAL LIABILITY OR RESPONSIBILITY FOR THE ACCURACY, COMPLETENESS, OR USEFULNESS FOR ANY PURPOSE OF ANY OF THE TECHNICAL INFORMATION OR DATA ATTACHED OR OTHERWISE PROVIDED HEREIN AS REFERENCE MATERIAL.

**e. Solicitation disputes**

The General Accountability Office and the Department of Energy do not accept or rule on disputes for solicitations for Requests for Proposals issued by Management and Operating Contractors for the Department of Energy (operators of Department of Energy National Laboratories). Should an offeror have any concerns regarding the NREL solicitation process or selection determination, the offeror may contact Mark Barela, Advocate for Commercial

Practices, at (303) 384-7559. NREL will address each concern received from an offeror on an individual basis.

**12. Attachments – attached to email**

- Statement of Work – Appendix A dated (Attachment 1 – 2/22/10)
- Price Proposal Form (Attachment 2)
- Fixed Unit Price Proposal Form (Attachments 3)
- Risk Evaluation Worksheet (Attachment 4)
- NREL Guidelines for Preparing a Subcontractor's Health and Safety Plan Non Construction (Attachment 5)
- Sample Subcontract Schedule – Proforma (Attachment 6)
  - Fixed Unit Price Task Ordering Agreement

**13. Solicitation provisions—incorporated by reference—general access**

This solicitation incorporates one or more solicitation provisions by reference with the same force and effect as if they were given in full text. The following documents can be downloaded from the NREL **general access** website at [http://www.nrel.gov/business\\_opportunities/related\\_docs.html](http://www.nrel.gov/business_opportunities/related_docs.html) or the NREL RFP Contact (see item 2) will make full text available upon request.

- NREL Standard Terms and Conditions:
  - Appendix B-3 (dated 1/18/10)
- NREL Representations and Certifications for Subcontracts
- Service Contract Act, Wage Determination No. 2005-2081, Revision No. 8, dated 7/31/2009.

**14. This is a total small business set-aside procurement**

**NAICS Code and Small Business Size Standard**

- a. The North American Industry Classification System (NAICS) for this solicitation is/are 561990, All Other Professional, Scientific and Technical Services, and \$7.0 million/year.
- b. The small business size standard for 561990 is \$7,000,000.00 gross receipts averaged over a three year period.